



North Carolina Department of Health and Human Services

Division of Budget and Analysis

2001 Mail Service Center • Raleigh, North Carolina 27699-2001

Telephone (919) 733-6396 • Fax (919) 733-2944

Beverly Eaves Perdue, Governor
Lanier M. Cansler, Secretary

James B. Slate, Jr., Director

January 22, 2010

MEMORANDUM #2010-04

TO: Division Directors
Performance Management Coordinators
Budget Officers

FROM: Jim Slate *Jim Slate*

SUBJECT: Open Window Implementation: Required Data Entry

As follow-up to Memorandum #2010-02 and the instructional meeting with Performance Management Coordinators on January 20, we are providing further guidance and amended timeframes regarding required data entry for DHHS Open Window. We recognize that there is a considerable amount of work that will need to be done in a short period of time and your cooperation is appreciated. We have extended the deadline for this first round of data entry until **Friday, January 29, 2010**. Open Window will not be available until 11:00 a.m. Monday, January 25, 2010. Please ensure that Marjorie Donaldson, Marjorie.Donaldson@dhhs.nc.gov receives your list of staff who need access for data entry for programs, services and fiscal areas as soon as possible if this has not been already submitted.

Attached are the following:

1. Chart of key data elements and expected completion dates
2. DHHS Open Window links and login steps

If you have any questions, please contact Marjorie via email or phone at 733-3848. We will continue to provide information and updates.

Thank you.

JBSjr:MD:gg

Attachments

Cc: Lanier Cansler
Allen Feezor
Maria Spaulding
Dan Stewart

Mike Watson
Marjorie Donaldson